



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CORRECTIONAL SUBSTANCE ABUSE PROGRAM SUPERVISOR	37	B	12.466

Under general direction of the Correctional Substance Abuse Program Director, manages the operation of the Department of Corrections' residential substance abuse treatment program for felony DUI offenders, supervises professional program staff.

Manage the operation of the DUI residential treatment program by providing information and recommendations to the program director for use in program planning and budget development; scheduling and assigning cases to program personnel; facilitating program activities; maintaining program records and preparing periodic reports for submission to the program director.

Direct and oversee the implementation of the department's Substance Abuse Plan within the DUI residential treatment center. This includes accepting inmates that the medical/mental health intake staff have determined are appropriate for clinical admission; reviewing lesson plans and treatment plans to ensure adherence to core curriculum requirements; monitoring quality of care through review and evaluation of case records and activities; monitoring the progress of clients through consultation with case managers and participation in treatment team meetings; and providing consultation to staff on case problems. Provide direct treatment services to clients.

Coordinate and facilitate treatment planning, program activities, and the provision of services with other department personnel including custody staff, psychologists, clinical social workers, nurses, and substance abuse educators. This includes participating in co-treatment planning for dual diagnosis patients; conducting treatment team meetings to discuss the client's progress and recommended course of treatment; monitoring discharge planning conducted by clinical social work staff and parole and probation personnel; and meeting regularly with the program manager regarding programming standards and program resources.

Supervise professional personnel including substance abuse counselors and recreation therapists to accomplish established goal and objectives. This includes interviewing applicants; training staff in the use of the department's treatment curriculum, operations, and programming manual; assigning work; providing guidance and motivation; evaluating performance; and initiating disciplinary action.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Certification from the State of Nevada Board of Examiners for Alcohol and Drug Abuse Counselors is required at the time of appointment.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with a major in social work, psychology, health science, or related field and one year of journey level experience providing substance abuse counseling in an institutional or clinical setting; OR Bachelor's degree from an

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

accredited college or university with a major in social work, psychology, health science, or related field and two years of journey level experience providing substance abuse counseling in an institutional or clinical setting. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the principles, practices, and methods of substance abuse counseling and education; the family, social, and economic problems encountered by substance abusers; facilities, programs, and related resources available for rehabilitation, education, and training in the field of substance abuse. **General knowledge of:** psychological and physiological effects of substance abuse. **Ability to:** implement and manage a substance abuse program; provide group treatment and individual substance abuse counseling using accepted treatment modalities; evaluate client progress towards treatment goals and plan, coordinate, and facilitate appropriate follow-up activities; effectively lead a treatment team; prepare concise, logical, grammatically correct business correspondence and reports; communicate effectively in conflict situations; work independently with minimal direction; establish work priorities that reflect the relative importance of assignments and organize staff and resources to accomplish objectives; establish and maintain cooperative working relationship with subordinate staff, superiors, custody personnel, and medical and mental health professionals.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the policies and procedures pertaining to correctional medical and mental health programs; agency and state administrative policies and procedures; the principles and practices of management and supervision. **Ability to:** implement and manage a substance abuse program in a correctional environment; identify and resolve problems with program operations; supervise professional staff including providing training, guidance and motivation; assigning and reviewing case work; evaluating performance; and initiating disciplinary action.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.466

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